

## **WATER METER READER**

### **DISTINGUISHING FEATURES**

The fundamental reason the Water Meter Reader exists is to work in the field recording water meter readings, locating and uncovering water meters, clean out debris and any accumulated water from meter boxes and reports metering abnormalities in the Meter Reading Department within the Customer Service Department. This classification is not supervisory. Work is performed under general supervision and reports directly to the Meter Reader Manager.

### **ESSENTIAL FUNCTIONS**

Reads meters, records water meter readings and meter condition codes in a hand-held computer. Walks for extended periods and covers long distances, bends and stoops repeatedly, uses hand tool to lift and move meter box lid weighing up to 100 pounds, replaces meter box lid; walks to next box or vehicle, drives from meter location to meter location and exits and enters the vehicle repeatedly.

Locates and reads buried or flooded meters.

Cleans meter boxes.

Properly maintains and safely operates a City motor vehicle utilizing both unleaded fuel and CNG requiring visual and muscular dexterity to operate. Rural meter reading routes require extensive driving and exiting and re-entering the vehicle at each meter location.

Turns water meters on or off in prescribed manner.

Team player who works effectively with peers, City staff and citizens.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Knowledge of:  
Simple arithmetic calculations.

Basic computer operations/navigation.

Ability to work independently and:  
Perform manual work which requires standing and walking 90% of the time.

Work continually with exposure to extreme weather conditions on variable terrain.

Bend and stoop continuously.

Operate an unleaded fuel/CNG powered motor vehicle safely requiring visual and muscular dexterity.

Lift boxes and meter lids weighing up to 100 pounds with a tool requiring continuous and repetitive arm, hand and eye movement.

Operate a hand-held computer to record meter readings.

Write legibly and comprehend and make inferences from written material and verbal and/or written instructions.

Communicate effectively (verbally and in writing) with all levels of City staff and the public.

Work flexible hours to meet department requirements.

Read and interpret street and aerial maps to locate routes and water meters.

Safely operate a motor vehicle and follow safe work practices to avoid motor vehicle accidents and personal injuries.

**Education & Experience**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Must have a current valid Arizona Driver's License with no major driving citations in the past 39 months.

FLSA Status: Non-exempt

HR Ordinance Status: Classified